

# Automation Flash

May 26, 1999

## File Your Creditor List on Diskette!

The Court can now accept a creditor matrix on diskette for any case. Convert your office now and be well prepared before this becomes a filing requirement!! If you're filing with a diskette, there's also no need to include the creditors on a printed list.

All petition software or word processing software generally used will accommodate exporting a creditor matrix to a text file (including older DOS software programs). If you would like to confirm the format of your text file is correct before you begin including the diskette with your petition, email a sample file to [russ\\_reynolds@casb.uscourts.gov](mailto:russ_reynolds@casb.uscourts.gov) for verification.

### We Recycle!

The Court will recycle these diskettes and make them available for reuse once the information has been loaded on our electronic case filing system. Be sure to pick up replacement diskettes the next time you file.

### Creditor Matrix Specifications

The following specifications should be followed when creating these files:

1. Use 3.5" disk only.
2. Formatted for use on an IBM or compatible PC.
3. One file per disk.

4. One case per file.
5. Contain one ASCII format file (save as ASCII (DOS) TXT).
6. File must be named with the Debtor's last name (eg: johnson.txt , jackson.txt, etc.) and may be shortened if necessary.
7. The information must be four lines or less per creditor.
8. Each line may contain no more than 40 characters, no leading blank spaces.
9. Each creditor must be separated by at least one blank line.

Example: jackson.txt

Line 1: R. U. Alldere, Esq.  
Line 2: 2 Rushin Court  
Line 3: San Diego, CA 92189  
Line 4:  
Line 5: Maria Careless  
Line 6: 25 North Aria Blvd.  
Line 7: Grecian, NY 80062-1234  
Line 8:  
Line 9: Charles Prince Productions  
Line 10: 3 Diana Court  
Line 11: Balmoral, MD 12960  
Line 12:  
Line 13: Last Bank of San Diego  
Line 14: Attention: Collections Department  
Line 15: 12345 East Main Street  
Line 16: San Diego, CA 92101-1010

Be sure to left justify the settings for the export data file.